

**Minutes of the Finance Committee**  
**Wednesday, November 5, 2003**

Chair Haukohl called the meeting to order at 9:34 a.m. and led the committee in the Pledge of Allegiance.

**Present:** Supervisors Pat Haukohl (Chair), Joe Griffin, Don Broesch, and Genia Bruce. Supervisor Joe Marchese arrived at 9:40 a.m. **Absent:** Supervisors Jim Behrend and Bonnie Morris.

**Also Present:** Legislative Policy Advisor Mark Mader, Airport Manager Markano, Senior Financial Analyst Mike Baniel, Business Manager Tom Koth, Deputy Inspector Steve Marks, Supervisor Dick Manke, Supervisor Duane Stamsta, Budget Specialist Linda Witkowski, Budget Manager Keith Swartz, Airport Operations Assistant Mike Neau, Supervisor Duane Paulson, Supervisor Mareth Kipp, Supervisor Rodell Singert, Chairman Jim Dwyer, Director of Administration Norm Cummings, Supervisor Dan Pavelko, Labor Relations Manager Jim Richter, Deputy Director of Health and Human Services Ernie Messinger, Director of Health and Human Services Peter Schuler, County Board Chief of Staff Lee Esler, Supervisor Vera Stroud, District Attorney Paul Bucher, Office Services Coordinator Danni Danielski, Senior Financial Analyst Andy Thelke, Jim Paddock, R.M. O'Neill, Fred Roller, Joel A. Rellatz, Tom Keith, Supervisor Ken Herro, Intake and Support Services Manager Don Maurer.

**Discuss and Consider Ordinance 158-O-097: Amend Sheriff's Department 2003 Budget Expenditure of Office of National Drug Control Policy Cooperative Agreement Funds**

Marks said this ordinance will allow the Sheriff's Department to accept \$40,920 from the Office of National Drug Control Policy to enhance, not supplant, the Sheriff's Department efforts as part of the Milwaukee High-Intensity Drug Trafficking Areas (HIDTA). The funding will be used for the following four purposes: 375 hours of overtime with a cost of \$17,050, lease of two vehicles for \$10,200 and the purchase of several small equipment items such as a radio, laptop computer, digital camera, video camera, etc. totaling \$11,270 and \$2,400 of office supplies.

Marks said this ordinance modifies the Sheriff's Department 2003 budget by increasing intergovernmental revenues by \$40,920 and authorizing the appropriation of an identical amount by increasing related personnel costs and operating expense accounts.

Koth said this funding is available through December 31, 2003 but the department is requesting an extension to use the funding through June 30, 2004 because the funding is being awarded so late in 2003. The Sheriff's Department staff indicates there is a good potential for this funding to be awarded again in 2004. The current 2004 proposed budget does not appropriate any funding for this operation.

**MOTION:** Broesch moved, Bruce second, to approve the Ordinance 158-O-097: Amend Sheriff's Department 2003 Budget Expenditure of Office of National Drug Control Policy Cooperative Agreement Funds. **Motion carried:** 4-0.

**Modify the Sheriff's Department Budget: Fund Transfer from Personnel Expenses to Interdepartmental Charges**

Koth said in the 2003 budget, the number of full sized, patrol vehicles to be replaced annually was reduced from 16 to 12. The four vehicles were to be added to the vehicle replacement plan, with an associated increase in interdepartmental charges to reflect replacing these vehicles on a two-year cycle. This was inadvertently overlooked in the 2003 budget for the Sheriff's Department interdepartmental charges. The Sheriff's Department is proposing to receive a charge from the Vehicle Replacement Plan in 2003 to sufficiently fund the plan to place these four vehicles back on the proper replacement schedule.

The vacancy and turnover within the Patrol Division is greater than originally budgeted based on continued military duty by an average of four deputies.

Koth said total personnel expenditures as of October 20, 2003 are \$15,258,047 with the current appropriation totaling \$20,631,339. The transfer request is for \$101,930 with a modified appropriation of personnel expenditures totaling \$20,529,409. Total interdepartmental charges as of October 20, 2003 are \$1,605,229 with a current appropriation of \$1,967,046. The requested transfer is \$101,930 which would modify the appropriation amount to \$2,068,976.

Supervisor Marchese arrived at 9:40 a.m.

**MOTION:** Broesch moved, Griffin second, to modify the Sheriff's Department Budget: Fund Transfer from Personnel Expenses to Interdepartmental Charges. **Motion carried:** 5-0.

### **Executive Committee Report**

Haukohl said the Executive Committee heard an update on the Criminal Justice Collaborating Council. They received a legislative update from Dave Krahn. Schubert presented the Child Support Division Audit and the scope of Environmental Health Audit. The committee approved the appointment of Mary Voelker to the County Zoning Board of Adjustment.

### **Schedule Next Meeting Dates**

- Wednesday, November 19 – a.m.

### **Discuss and Consider Ordinance 158-O-095: Approve Amendment to Fixed Base Operator Agreement Between Waukesha County and Waukesha Flying Services, Inc.**

Markano said this ordinance authorizes an expenditure of \$60,000 for the installation of an additional fuel tank at the airport and provides for an amendment to the current Fixed Base Operator Agreement. This ordinance provides several amendments to the lease with Waukesha Flying Services. The changes to the lease include the following amendments:

- Leasing of the 15,000 gallon aboveground fuel tank in the airport fuel farm exclusively to Waukesha Flying Services (WFS) and the cost of which shall be recouped by lease payments from WFS up to \$60,000.
- Reduce the total amount of airport fuel farm space leased to WFS to comply with the settlement of the lawsuit brought by Cedarhurst Air Charter in 1999.
- Payment by the county of the special assessment for the sanitary sewer connection to the Aircraft Maintenance building (White Hangar) located at 503 Bluemound Road.
- Construction of the restroom facilities by WFS in the Gold hangar located at 505 Bluemound Road within six months of vacating the Aircraft Maintenance building and payment by WFS of all costs, including special assessment costs, for the sanitary sewer connection for the facilities.

**MOTION:** Bruce moved, Broesch second, to approve the Ordinance 158-O-095: Approve Amendment to Fixed Base Operator Agreement between Waukesha County and Waukesha Flying Services, Inc. **Motion carried:** 5-0.

## **Discuss and Consider Amendments to the 2004 Waukesha County Operating Budget**

### **PW – 1**

**MOTION:** Broesch moved, Bruce second, to approve to amend the Non-Departmental General Fund budget as follows:

Increase Operating Expenses \$16,000 to fund 2004 railroad maintenance costs as requested by the Wisconsin River Rail Transit Commission (WRRTC). This represents the first year of a three year maintenance plan as proposed by the WRRTC, with expected additional county tax levy funding of \$13,000 in the 2005 budget and \$26,300 in the 2006 budget. **Motion defeated:** 4-1 (Bruce voted yes.)

### **FIN – 4**

**MOTION:** Griffin moved, Broesch second, to approve to amend the Non-Departmental General Fund budget as follows:

Add the following to the 2004 Specific Activities and Purpose:

Use \$26,300 of Waukesha County funds previously paid as capital improvement contributions (in 1994) to the Wisconsin River Rail Transit Commission (WRRTC) (currently held by the WRRTC) as the County's portion for its 2004 contribution for the Wisconsin & Southern Railroad 3-5-7 year (upgrade) plan, contingent upon the 14 current participating counties financial participation at the requested level.

**Motion carried: 5-0.**

### **SPVR – 1**

**MOTION:** Broesch moved, Bruce second, to approve to amend the Parks and Land Use: Walter J. Tarmann Fund budget as follows:

Reduce Fixed Asset expenditure by \$50,000 and reduce Other Revenue-Golf Course Fund Balance by \$50,000 to reduce land acquisitions expenditures from this budget. **Motion defeated:** 5 - 0.

### **SPVR – 2**

**MOTION:** Broesch moved, Griffin second, to approve to amend the Parks and Land Use Walter J. Tarmann Fund budget as follows:

Reduce Fixed Asset expenditure by \$100,000 and reduce Other Revenue-General Fund Balance by \$100,000 to reduce land acquisitions expenditures from this budget. **Motion defeated:** 5 -0.

### **SPVR – 3**

**MOTION:** Broesch moved, Bruce second, to approve to amend the Public Works Transportation budget as follows:

Remove personnel expenditure appropriations of \$20,358 for extra help to hire summer students to assist with the maintenance of medians on the County and State Trunk Highway Systems. Reduce fixed asset expenditures of \$15,000 for related additional equipment. Reduce State Labor Reimbursement Revenue by \$10,179 to reflect the reduction of extra help expenditures for work on State Highway medians.

**Motion defeated:** 5-0.

## **JLE - 5**

**MOTION:** Bruce moved, Broesch second, to approve to amend the District Attorney budget as follows:

Modify the 2004 department objectives as follows:

**Delete Objective #1:** Create a system whereby individuals may pay restitution and/or financial obligations on-line using credit cards. Through this system, individuals will be able to pay restitution and/or other financial obligations using the Internet to expedite the process of paying restitution and bringing cases to finality more quickly. (1<sup>st</sup> Qtr. 2004)

**Insert New Objective #1:** 1. Maintain the core services being provided by this office through the narcotics, sensitive crimes, and domestic violence units. While this objective may appear to be “business as usual” or “cost to continue”, in light of the severe fiscal crisis that is occurring on the state level, this truly is the foremost objective of this office for 2004 and beyond.

**Modify Objective #2 to read:** Continue to prepare for the transition to PROTECT (Prosecutor Technical Case Tracking), State case management system. This state operated system will link the Waukesha County District Attorney’s office with other district attorney’s offices throughout the state to allow greater sharing of data on active cases and defendants currently facing charges in other jurisdictions. (3<sup>rd</sup> Qtr. 2004)

**Modify Objective #3 to read:** Seek out and obtain grant or alternative funding to create a pilot diversion program for first-time, non-violent, non-OWI offenders entering the criminal justice system in order to reduce future jail overcrowding from potential recidivists. This program would institute consequences as quickly as possible on offenders to discourage future offenses by an offender. Full implementation of this program will necessitate resources for staffing.

**Modify Objective #4 to read:** Explore all avenues of alternative funding for legal staff and/or programming this office currently offers and/or contemplates offering in the future, including working with the Save and Sound program to create and implement a referral program for juveniles referred to the juvenile court for formal delinquency petitions. This program would encompass anger management training, critical thinking and volunteer and community service.

**Motion carried:** 5-0.

## **JLE – 6**

**MOTION:** Broesch moved, Marchese second, to approve to amend the District Attorney budget as follows:

Increase Personnel Costs appropriation \$92,880 to fund the full cost of a Computer Services Coordinator position (until the position is abolished as set forth with the recently enrolled personnel ordinance), reduce Operating Expenses \$33,550 and Interdepartmental Charges \$1,700 for expenditure reductions from the originally proposed budget identified by the District Attorney office staff, increase Other Revenues \$28,200 for Interest on Bail Forfeitures, and increase Other Revenue \$29,430 for the use of General Fund balance. **Motion carried:** 5-0.

**FIN – 5**

**MOTION:** Marchese moved, Broesch second, to approve amendments to the Capital Projects budget as follows:

In project #9819, Justice Center Redevelopment, reduce expenses \$29,430 and General Fund Balance \$29,430 to reflect less contracted services to be utilized to assist in the transition of the District Attorney's office from the current Integrated Justice Information System (IJIS) to the State PROTECT (Prosecutor Technical Case Tracking) system to reflect updated estimated costs of the project and provide partial one-time funding for the Computer Services Coordinator position in the District Attorney's office. **Motion carried: 5-0.**

**SPVR – 7**

**MOTION:** Broesch moved, Griffin second, to approve to amend the County Board budget as follows:

Decrease the Operating Expense budget appropriation by \$5,000 in the County Board and Committee Operations Program for mileage expense reimbursements to eliminate County Board Supervisor reimbursements for mileage within the County Boundaries. **Motion defeated: 5-0.**

**SPVR – 8**

**MOTION:** Bruce moved, Broesch second, to approve to amend the County Board budget as follows:

Decrease Operating Expenses by \$6,000 for training, conference registration and related travel cost reimbursements for County Board Supervisors in the County Board and Committee Operations program. **Motion defeated: 5-0.**

**SPVR – 9**

**MOTION:** Broesch moved, Griffin second, to approve to amend the Non-Departmental-General Fund budget as follows:

Revise 2004 Specific Activities and Purpose statement #12 as follows:

Provide first-time direct subsidy of \$580,000 in 2004 to limit county employee retiree's insurance premium increase to 16.0% (retirees are responsible for 100% of health plan premiums). Commencing in 2003 and continuing in 2004, the Labor Relations: Benefit Division will conduct a study to identify alternative plan designs and plan modifications for the retiree plan with objective to eliminate the retiree subsidy in future years. It will be the intent to implement the identified and recommended plan design modifications by July 1, 2004. **Motion defeated: 5-0.**

**SPVR – 10**

**MOTION:** Broesch moved, Bruce second, to approve to amend the Health and Human Services (HHS) – Economic Services Administration and Support 2004 Program budget in order to continue Economic Support operations at the Workforce Development Center (WDC) in 2005. Appropriations are modified as follows:

Amendment Change	Appropriation	Description
Decrease Operating Expense	\$90,000	Remove - funding for relocation costs of staff and operations from the WDC to Human Services Center (HSC).
Decrease General Government Revenues	\$45,000	Remove - Income Maintenance 50/50 Addendum revenues that would have been generated from claiming reimbursement for 50% of the \$90,000 relocation cost.
Decrease Other Revenue	\$137,500	Remove - HHS Fund Balance of \$45,000 which funds one-time relocation costs (the remaining 1/2 of relocation costs mentioned above), and \$92,500 related to the final year net rent and WDC surcharge expenses. (Note: continuation of operations at the WDC makes these on-going operating expenses which would not be incurred at the HSC).
Increase Tax Levy	\$92,500	To fund on-going net rent and WDC surcharge expenses.

Also, delete the related Intake and Support Service Division objective #1 – “In the face of escalating Economic Support (ES) caseloads and continued State Income Maintenance (IM) program expansions, simultaneous with state funding reductions, and to limit shifting State program costs to county taxpayers; Division Economic Support staff will provide minimum statutory required services to clients for Medical Assistance, Food Stamps, and Child Care Subsidy in 2004. In order to minimize costs and reduce the elimination of outstation services at the Workforce Development Center (return to Human Services Center) in 2005 which will save over \$50,000. (2<sup>nd</sup> Quarter 2004) (Critical Issue #2)” **Motion carried:** 3-2 (Haukohl and Marchese voted no).

#### **Discuss and Consider Ordinance 158-O-093: Adopt 2004 Waukesha County Budget**

**MOTION:** Bruce moved, Broesch second, to approve the Ordinance 158-O-093: Adopt the 2004 Waukesha County Budget. **Motion carried:** 5-0.

#### **Approve Minutes of October 15, 2003**

**MOTION:** Griffin moved, Bruce second, to approve the minutes of October 15, 2003 as amended. **Motion carried:** 5-0.

#### **Motion to Adjourn**

**MOTION:** Broesch moved, Marchese second, to adjourn the meeting at p.m. **Motion carried:** 5-0.

Respectfully submitted,

Joseph F. Griffin  
Secretary